

HOTEL RESERVATION FORM



INSTRUCTIONS

To reserve a room for the WASTECON Meeting choose ONE of the following methods:

BY INTERNET

Visit SWANA's web site at

www.swana.org/wastecon.htm
or

BY TELEPHONE

Call the WASTECON Call Center
Monday-Friday, 9am-8pm Eastern Time
866-849-3485 (toll free)
312-396-2126 (international)
or

BY FAX

Fax a completed Housing Form to:
312-705-2562

CONFIRMATIONS

The WASTECON Call Center will send you a confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail, fax, or mail within 14 days after sending request, please contact the Call Center at 866-849-3485.

ROOM RATES/TAXES

In order to take advantage of the special WASTECON Convention rates, be sure to book your reservation by **9/6/01**. After that date, the official WASTECON blocks will be released and the hotels may charge significantly higher rates.

All rates are per room night and are subject to a 12.5% tax (subject to change). Some hotels may charge additional fees for rooms with more than one occupant. When making reservations, please provide room and bedding preferences in the Special Needs section of the Housing Form. The hotels will assign specific room types upon check in, based upon availability.

DEPOSITS

All hotels require a credit card guarantee or check deposit of US \$150 with each reservation request. Requests received without a credit card guarantee or check deposit will be returned. Please fill out the credit card information entirely or mail a check payable to the "WASTECON/BACVA Housing Bureau."

CHANGES/CANCELS/REFUNDS

Changes and cancellations, if necessary, should be made through the WASTECON call center until 8pm on 10/04/01. **Any cancellations made after that time will be subject to forfeiture of the entire \$150.00 deposit.**

Only call your hotel directly for changes and cancellations after the call center closes at 8pm on 10/04/01.

Housing for the WASTECON meeting will open on 04/04/01

HOTEL INFORMATION:

Arrival Date _____ Departure Date _____
Hotel Selection: (List three choices in order of preference).

First _____ Second _____ Third _____
Reservations will be processed on a first come, first serve basis. If all three requested hotels are unavailable, please process this reservation according to:

☐ comparable room rate ☐ proximity to conference site

Room Type: _____
Adults to occupy room _____ # beds requested in room _____

List all room occupants (if children, list names and ages):

☐ Non-smoking room requested ☐ Special Needs: _____

SEND CONFIRMATION TO:

Last name _____ First name _____ MI _____

E-mail Address _____

Daytime Phone _____ Fax _____
(If number is not within the US, please provide the ENTIRE number the US will need to dial to reach you.)

Company/Institution (if applicable) _____

Address _____

City/State/Province _____

Zip/Postal Code, Country _____

DEPOSIT INFORMATION:

All hotels require a credit card guarantee or check deposit of US\$150 with each reservation request. Housing Forms received without a deposit or credit card guarantee will be returned.

☐ Credit Card
Type of card: ☐ American Express ☐ Mastercard ☐ Visa ☐ Other

Account number: _____ Expiration Date _____

Name of Card Holder: _____

☐ Check enclosed made payable to WASTECON/BACVA Housing Bureau. Separate checks are required for each hotel.
PLEASE MAIL CHECKS WITH AN ATTACHED HOUSING FORM TO: WASTECON/BACVA Housing Bureau, 100 Light Street, 12th Floor, Baltimore, MD 21202.

DO NOT SEND THIS FORM TO THE ASSOCIATION.
SEND TO THE WASTECON/BACVA HOUSING BUREAU.
PLEASE USE ONE FORM PER ROOM. MAKE COPIES AS NEEDED.
FORMS MUST BE COMPLETELY FILLED OUT.
INCOMPLETE FORMS WILL BE RETURNED AND WILL NOT BE PROCESSED.